

**THE SCHOOL DISTRICT OF PHILADELPHIA**  
**SCHOOL REFORM COMMISSION**  
**440 N. BROAD STREET, SUITE 313**  
**PHILADELPHIA, PENNSYLVANIA 19130-4015**

OFFICE OF GENERAL COUNSEL

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April 8, 2013

***Via Electronic Transmission***

Daralene Jones, Reporter  
NBC 10 / WCAU-TV  
10 Monument Road  
Bala Cynwyd, PA 19004

**RE: Open Records Request – dated February 27, 2013**

Dear Ms. Jones:

I am writing this letter in response to your request, dated February 27, 2013, for certain information sought pursuant to the Commonwealth of Pennsylvania's Right-to-Know Law ("Act") that was submitted *via* electronic transmission and addressed to The School District of Philadelphia's ("School District") Open Records Officer.<sup>1</sup> More specifically, you requested the following documents and/or data:

"... I am writing to request information on the following items for the fiscal year ending June 30, 2012:

1. The total cost of health insurance premiums for employees represented by the Philadelphia Federation of Teachers.
2. The total amount the School District contributed toward health insurance premiums for employees represented by the Philadelphia Federation of Teachers.
3. The total amount employees represented by the Philadelphia Federation of Teachers contributed toward health insurance premiums.
4. The total amount the School District contributed toward the "Health and Welfare Fund" outlined in the PFT contract, pg 41.
5. The total amount the School District contributed toward the "Legal Services Trust Fund" outlined in the PFT contract, pg 42.
6. The total amount the School District contributed toward the "Career Development Fund" outlined in the PFT contract, pg 43.
7. The total amount the School District contributed toward the "Wage Continuation Program" outlined in the PFT contract, pg 45-46.

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<sup>1</sup> Given the extensive nature of your request and bona fide staffing limitations, the parties agreed to extend the initial five-day response period as required under the Act. Because this is a media request, the agency has chosen to waive most, if not all, legal defenses applicable to the production of some of the data you requested. With that said, there were still a number of items where the School District does not disaggregate the data as requested or cannot provide because of confidentiality laws. In these limited circumstances, appropriate notations are made.

8. The total amount the School District contributed toward the "School District of Philadelphia' Masters Degree Partnership Program" outlined in the PFT contract, pg 38.
9. The total amount the School District spent on termination pay for employees represented by the PFT.
10. The School District's leave policy for employees represented by the PFT.
11. The individual total numbers of paid sick, personal, vacation and professional leave days taken by employees represented by the PFT.
12. The total amount the School District paid to employees represented by the PFT for individual categories of leave days cited in [Item] [N]umber 9.
13. The total amount the School District spent on substitutes for employees represented by the PFT.
14. The total amount the School District paid (in either dollars or time or both) to employees represented by the PFT for lost preparation time.
15. The total amount the School District paid employees represented by the PFT for staff development.
16. The total cost of step increases for employees represented by the PFT.
17. The total cost of the 3 percent raise paid to employees represented by the PFT in 2010, and the total projected cost of the 3 percent raise for PFT employees slated for 2012.

For the reasons stated herein, your request is hereby DENIED in part and GRANTED in part.

As a general rule, "a public record, legislative record or financial record shall be accessible for inspection and duplication." See 65 P.S. §67.701. The right to public access and review of agency records is not absolute, however. For example, a public record does not include information that is exempt from disclosure under any other "Federal or State law or regulation or judicial order or decree" or is "protected by privilege" including the attorney-client privilege. See 65 P.S. §§67.102 and 305(a). More importantly, an agency is not required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which it does not currently compile, maintain, format or organize the record.<sup>2</sup> The School District, however, determined that it is in the public's best interest to promote transparency and disclosure of its records whenever possible. After engaging representatives of several offices and business units within the School District, the following information and/or documents were identified as being responsive to your request:

***Item Nos. 1, 2 and 3 – Granted.***

By way of background, the School District provides a variety of employee benefits, including medical and other health-related insurance coverage, negotiated through collective bargaining with each of its classes of employees and those afforded to non-represented employees through an outside provider – Independence Blue Cross. *Please note* that the coverage afforded to and premiums paid by the School District and eligibility for any particular employee benefit depends on, for example, which collective bargaining unit an employee belongs to, years of service to the agency, whether the collective bargaining unit administers the benefit itself, etc. Some of the benefits include medical coverage (by enrollment in either a Health Maintenance Organization ("HMO") or a Preferred Provider Organization ("PPO") plan, dental, vision and prescription plans, life insurance, wage continuation and retirement plans, and flexible spending accounts. A summary of programs, services, eligibility for and co-payments required of

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<sup>2</sup> See 65 P.S. §67.705; *Please note* that this exemption may be tendered in response to a number of items contained in your request and is noted where appropriate.

each plan, and opt-out provisions are attached to this response for easy reference. In response to Item Nos. 1, 2 and 3, and for the Fiscal Year ending June 30, 2012, the School District's Benefits Office reports that health insurance claims and associated administrative, wellness and disease management costs and fees for employees represented by The Philadelphia Federation of Teachers ("PFT") was \$133,061,332 of which \$132,773,073 was paid by the agency while \$288,259 represent employee contributions toward the PPO plan.<sup>3</sup> In addition, and for the Fiscal Year ending June 30, 2011, these costs and fees for employees represented by the PFT were \$129,370,693 of which \$129,123,246 was paid directly by the School District and \$247,446 represent employee contributions and for the Fiscal Year ending June 30, 2010, these costs were \$155,064,096 of which \$154,853,271 was paid by the agency and \$207,825 represent employee contributions.

***Item No. 4 – Granted.***

In accordance with provisions of collective bargaining agreements, there are a number of employee benefits that are administered by the bargaining unit itself. For example, and as documented by records provided in response to Item, Nos. 1, 2, and 3, dental, vision and prescription benefits are administered and offered by the PFT to its membership through its Health and Welfare Fund. For the Fiscal Year ending June 30, 2012, the School District would have been required to contribute a total of \$66,620,996 on behalf of all eligible members toward the PFT Health and Welfare Fund. Because of the School District's fiscal crisis, however, the parties agreed to a "Pay Holiday" or otherwise deferred the payment of \$58,000,000 of which \$30,000,000 is considered a gift to the agency and the School District would not be required to repay. The remaining \$28,000,000 is to be paid according to a payment schedule in subsequent fiscal years.<sup>4</sup> Accordingly, the School District made payments totaling \$8,655,891 toward the PFT's Health and Welfare Fund for the Fiscal Year ending June 30, 2012.<sup>5</sup>

***Item No. 5 – Granted.***

As required by the collective bargaining agreement with the PFT effective September 1, 2009, and further extended by agreement of the parties until August 31, 2013, the School District is required to make a contribution to the PFT's Legal Services Trust Fund at a rate of \$155 per pay period on behalf of eligible members for a total of 20 bi-weekly pay periods during the school year. The purpose of this benefit is to provide eligible members with funds to cover the cost of personal legal services in accordance with and restricted by the limitations of a qualified group legal services plan administered by the PFT. For the Fiscal Years ending June 30, 2008, June 30, 2009, June 30, 2010, June 30, 2011 and June 30, 2012, the School District contributed the following amounts \$2,199,258, \$2,235,030, \$2,445,903, \$2,614,571 and \$2,309,785 toward this fund during the term of this collective bargaining agreement.

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<sup>3</sup> Please note that this information was extracted from various internal human resource and financial databases. There is no single record that documents this activity, however.

<sup>4</sup> Pursuant to the payment schedule agreed to by the parties, a payment of \$7,000,000 was made on August 1, 2012, a payment of \$7,000,000 was made on November 1, 2012 and a payment of \$14,000,000 is due to be paid on August 5, 2013.

<sup>5</sup> In addition, a payment of \$34,875.89 was paid on July 6, 2012 but booked in the Fiscal Year ending June 30, 2013.

***Item No. 6 – Granted.***

In addition to in-house professional development afforded to all employees of the agency, and to ensure the continuing education and re-certifications of all teachers, paraprofessionals, non-teaching assistants, secretaries, and others in career and technical and early childhood education, the School District budgets \$400,000 on an annual basis for tuition reimbursement assistance. On an individual basis, this amount is distributed at \$50 per college credit for a maximum of six credits in any one year or otherwise \$300 per eligible employee can be reimbursed provided that the employee submits all proper paperwork and a grade of B or better is attained. This is a fringe benefit, however, and its individual employee cost is included in the calculation of all employee benefits as mentioned above. More specifically, the School District attributes \$24.00 per eligible employee of the total per employee allocation made to the PFT. For the Fiscal Year ending June 30, 2012, this benefit cost the School District a total of \$86,390. In addition to this amount, the School District contributed a total of \$519,168 towards the attainment of Level I and Level II teaching certifications for the Fiscal Year ending June 30, 2012 on behalf of PFT members.

***Item No. 7 – Granted in part.***

The Wage Continuation Plan is an employee benefit that is afforded to all eligible employees of the School District, and is meant to insure against wage loss in the case of an illness, non-work related injury or other short-term disability which extends beyond an individual's available sick leave. The amount of an individual's contribution, and time afforded to an employee who so qualifies depends upon a number of factors, including the amount of accumulated sick leave, number of years of service to the agency and an employee's salary. A description of this benefit is attached hereto. For the Fiscal Years ending June 30, 2008, June 30, 2009, June 30, 2010, June 30, 2011 and June 30, 2012, the School District paid the following amounts in each year - \$4,993,551.83, \$5,314,116.51, \$6,073,359.44, \$6,025,933.47 and \$5,209,896.55 - for all eligible employees to cover the cost of this employee benefit totaling \$27,616,857.60 over the life of this current collective bargaining agreement.<sup>6</sup>

***Item Nos. 8 – Granted.***

As part of its five-year strategic plan, *Imagine 2014*, the School District embarked on an aggressive strategy to improve the quality of teachers in classrooms since data shows that teacher retention and effectiveness is directly aligned with student outcomes. Recognizing the critical importance of improving the overall quality of education afforded to its student body, the agency began to make targeted investments to support the growth and development of its professional teaching staff. In collaboration with the University of Pennsylvania ("University,") the School District provides for tuition reimbursement in connection with the attainment of a Master's Degree in Urban Education whose curriculum is tailored to the needs of chronically low performing schools. More specifically, and after a rigorous application process, eligible teachers are selected to participate in a Masters Degree Partnership Program where the employee, the School District and the University each pay a third of the cost of the tuition each year. On an individual basis, each participant can receive reimbursement of up to six credits per year at a rate

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<sup>6</sup> Please further note that although these costs represent the amounts paid for those represented by the PFT only, this benefit is not limited to PFT members, however.

of \$400 per credit for a maximum reimbursement amount of no more than \$2,400 per year. Employees must complete the program within five years of his or her acceptance and must commit to an assignment at a High Needs School for at least two years following degree attainment. Failure to fulfill these requirements results in action against the employee, i.e., reimbursement of the full tuition cost by the employee. For the Fiscal Year ending June 30, 2012, the School District paid a total of \$60,800 towards the Masters Degree Partnership Program.

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***Item No. 9 – Granted in part.***

When an employee resigns, retires or his/her employment status is otherwise terminated, an employee is generally entitled to the payment of accrued and unused personal, sick, and vacation days and otherwise represents an employee's severance pay. Because of its sheer size, however, the School District is unable to disaggregate the amount of funds that represent "Termination Pay" by collective bargaining unit. Nonetheless, and for the Fiscal Year ending June 30, 2012, the School District paid a total of \$36,216,483 to eligible employees following separation of employment with the agency.<sup>7</sup> It should be noted, however, that this number is not typical, and is slightly inflated as a result of staff reductions and early retirement incentives instituted by the School District to help close projected budget deficits. In a typical year, and for the Fiscal Year ending June 30, 2011, for example, the School District paid a total of \$15,834,847.

***Item No. 10 – Granted.***

Employees represented by the PFT earn "Leave Benefits" in accordance to the provisions of the collective bargaining agreement in effect at any given time. More specifically, "Leave Benefits" are detailed in Appendix E (pages 123-127) of the Collective Bargaining Agreement between the PFT and the School District covering the period September 1, 2009, and extended by agreement of the parties through August 31, 2013, a copy of which is attached for your convenience and easy reference.

***Item Nos. 11 and 12 – Granted in part.***

In response to these items, the School District is attaching a Leave Detail Report which shows the total number of absence days per type of leave and a Leave Pay Summary Report which places the costs associated with each type of leave both generated from extracting data within the agency's various human resource modules for members represented by the PFT. *Please note*, however, that the agency's data system is limited to only providing the union status as of the date of the report. Consequently, some of the days as reported may have occurred while an employee was in or enjoyed a different union or employee status at the time the absence occurred.

***Item Nos. 13, 14, and 15 – Granted in part.***

In response to Item Nos. 13, 14, and 15 of your request which seeks information that pertains to the costs associated with individual categories of leave days as referenced in Item Nos. 10, 11 and 12 as noted above, the School District extracted various data from the agency's human resource and financial modules in an attempt to capture information related to substitutes, lost preparation time, and in-house professional staff development for PFT members only. More

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<sup>7</sup> *Please further note* that employees terminated for intentional misconduct are not automatically entitled to receive termination pay, and any such payment in those cases is within the School District's sole discretion.

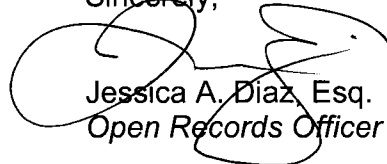
specifically, and for the Fiscal Year ending June 30, 2012, the School District spent \$20,069,058.41 on substitutes for employees represented by the PFT. *Please note* that “substitutes” are coded in the School District’s human resources module as “Per Diem” or hourly employees and are included in this category as captured by the report. As you can see from this report, this category is not exclusive, however, of any other class of employee and includes other employees besides academic substitute teachers, i.e., classroom assistants, secretaries and noon-time aides. In addition, the School District is providing a report generated by the Office of Talent Acquisition which captures the number of teachers at each school and the number of teacher absences per school for the 2011-2012 school year. Furthermore, and for the Fiscal Year ending June 30, 2012, the School District paid teachers a total of \$1,409,855 for lost preparation time in addition to approximately \$821,743 for 2,395 personal leave days that were added to employee leave banks.<sup>8</sup> Lastly, the School District directly paid employees represented by the PFT \$2,243,806 for staff development for the Fiscal Year ending June 30, 2012.

***Item Nos. 16 and 17 – Denied in part.***

The School District is unable to disaggregate the costs associated with “step” increases from those representing three percent wage increases afforded to PFT members in accordance with its collective bargaining agreement for the Fiscal Year ending June 30, 2012 at this time since a large majority of these increases all occur at the same time or otherwise on the same date.<sup>9</sup> Based on a budgeting model used to project costs, the three percent wage increase for PFT members for the Fiscal Year ending June 30, 2012 was projected to be \$14.4 million dollars and a “step” increase was projected at \$16.8M. Contractual wage increases under this current collective bargaining agreement, i.e., years 2008 through 2013, have averaged two to three percent in “step” increases and three percent wage increases for a total average of six % for each contract year per PFT member. There was no wage increase afforded to PFT members for this current fiscal year.

Should you require any assistance in understanding or clarification of the information provided to you, please do not hesitate to contact me. I thank you once again for your patience as we processed your request.

Sincerely,



Jessica A. Diaz, Esq.  
Open Records Officer

**Attachments**

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<sup>8</sup> Pursuant to the terms of the current collective bargaining agreement, PFT members are generally entitled to one to two 45-minute prep periods per day. If asked to work during those times, however, the employee may exercise one of two options, i.e., direct pay for the lost prep time or earn personal leave time that is added to an employee’s leave bank and paid out upon separation of employment.

<sup>9</sup> Given staff limitations and other agency priorities, this effort would need to be assigned to a representative in the Office of Information Technology and would require a manual reconciliation of *all* salary adjustments per employee.

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## **Attachments Responsive to Item Nos. 1, 2 and 3**



## Employee Benefits

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## Programs & Services

### What Are My Benefits?

#### School District of Philadelphia Benefit offerings

- *Medical Coverage*
  - *Available Programs:*
    - *Open Enrollment*
    - *Opt Out*
    - *Diabetic Supplies*
    - *Retiree Medicare Options*
    - *COBRA*
      - *Alternatives to COBRA*
- *Dental*
- *Optical & Rx*
- *Life Insurance*
- *Wage Continuation (Short-term Disability)*
- *403(b) & 457(b) Voluntary Retirement Plans*
- *TransitCheks*
- *Flexible Spending Accounts (FSA)*
- *Employee Assistance Program (EAP)*

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440 N. Broad Street Suite G10 - Philadelphia, PA 19130

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# Personal Choice

## Summary of Benefits



### School District of Philadelphia

Personal Choice, our popular Preferred Provider Organization (PPO), gives you freedom of choice by allowing you to choose your own doctors and hospitals. You can maximize your coverage by accessing your care through Personal Choice's network of hospitals, doctors and specialists, or by accessing care through preferred providers that participate in the Blue Card® PPO program. Of course, with Personal Choice, you have the freedom to select providers who do not participate in the Personal Choice network or BlueCard PPO program. However, if you receive services from out-of-network providers, you will have higher out-of-pocket costs and may have to submit your claim for reimbursement.

With Personal Choice...

- You do not need to enroll with a primary care physician
- You never need a referral

Benefit	In-network	Out-of-network
<b>DEDUCTIBLE</b>		
Individual	\$0	\$500
Family	\$0	\$1,000
<b>AFTER DEDUCTIBLE, PLAN PAYS</b>	100%	70%
<b>OUT-OF-POCKET MAXIMUM</b>		
Individual	None	\$3,000
Family	None	\$6,000
<b>LIFETIME MAXIMUM</b>	Unlimited	\$1 Million
<b>DOCTOR'S OFFICE VISITS</b>		
Primary care services	\$20 copayment	70%, after deductible
Specialist services	\$30 copayment	70%, after deductible
<b>PREVENTIVE CARE FOR ADULTS AND CHILDREN</b>	\$20 copayment	70%, after deductible
<b>PEDIATRIC IMMUNIZATIONS</b>	100% <sup>2</sup>	70%, no deductible
<b>ROUTINE GYNECOLOGICAL EXAM/PAP</b> 1 per calendar year for women of any age <sup>3</sup>	100%	70%, no deductible
<b>MAMMOGRAM</b>	100%	70%, no deductible
<b>ASSISTED REPRODUCTIVE TECHNOLOGIES</b>	100%	70%, no deductible

1 Out-of-network, nonparticipating providers may bill you for differences between the Plan allowance, which is the amount paid by Personal Choice, and the provider's actual charge. This amount may be significant. Claims payments for out-of-network professional providers (physicians) are based on IBC's own fee schedule. For services rendered by hospitals and other facility providers, the allowance may not refer to the actual amount paid by Personal Choice to the provider. Under Independence Blue Cross (IBC) contracts with hospitals and other facility providers, IBC pays using bulk purchasing arrangements that save money at the end of the year, but do not produce a uniform discount for each individual claim. Therefore, the amount paid by IBC at the time of any given claim may be more or it may be less than the amount used to calculate your liability. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.

2 Office visit subject to copayment

3 Combined in/out-of-network



**Independence  
Blue Cross**

Benefits underwritten or administered by QCC Insurance Company, a subsidiary of Independence Blue Cross-  
independent licensees of the Blue Cross and Blue Shield Association.

[www.ibx.com](http://www.ibx.com)

Benefit	In-network	Out-of-network
<b>NUTRITION COUNSELING FOR WEIGHT MANAGEMENT</b> 6 visits per calendar year <sup>1</sup>	100%	70%, after deductible
<b>MATERNITY</b>		
First OB visit	\$20 copayment	70%, after deductible
Hospital	100%	70%, after deductible <sup>4</sup>
<b>INPATIENT HOSPITAL SERVICES</b>	100%	70%, after deductible <sup>4</sup>
<b>INPATIENT HOSPITAL DAYS</b>	Unlimited	70 <sup>4</sup>
<b>OUTPATIENT SURGERY</b>	100%	70%, after deductible
<b>EMERGENCY ROOM</b>	\$40 copayment (copayment waived if admitted)	\$40 copayment, no deductible (copayment waived if admitted)
<b>OUTPATIENT LABORATORY/PATHOLOGY</b>	100%	70%, after deductible
<b>OUTPATIENT X-RAY/RADIOLOGY, INCLUDING NUCLEAR CARDIAC STUDIES</b>	\$30 copayment	70%, after deductible
<b>CT/CTA SCAN, MRI/MRA, PET SCAN</b>	100%	70%, after deductible
<b>THERAPY SERVICES</b>		
Physical, speech and occupational 60 visits per calendar year <sup>3</sup>	\$20 copayment [visits 1-30] \$30 copayment [visits 31-60]	70%, after deductible
Cardiac rehabilitation 36 visits per calendar year <sup>3</sup>	\$20 copayment	70%, after deductible
Pulmonary rehabilitation 12 visits per calendar year <sup>3</sup>	\$20 copayment	70%, after deductible
Respiratory therapy	\$20 copayment	70%, after deductible
<b>RESTORATIVE SERVICES, INCLUDING CHIROPRACTIC CARE (30 visits per calendar year)<sup>3</sup></b> Orthoptic/pleoptic therapy limited to 8 sessions lifetime maximum <sup>3</sup>	\$30 copayment	70%, after deductible
<b>CHEMO/RADIATION/DIALYSIS</b>	100%	70%, after deductible
<b>SELF INJECTABLE DRUGS</b>	100%	Not covered
<b>OUTPATIENT PRIVATE DUTY NURSING</b> 360 hours per calendar year <sup>3</sup>	100%	70%, after deductible
<b>SKILLED NURSING FACILITY</b> 120 days per calendar year <sup>3</sup>	100%	70%, after deductible
<b>HOSPICE AND HOME HEALTH CARE</b>	100%	70%, after deductible
<b>DURABLE MEDICAL EQUIPMENT AND PROSTHETICS</b> Copayment per rental period or item purchased	\$30 copayment	70%, after deductible
<b>OUTPATIENT DIABETIC EDUCATION</b>	100%	Not covered

- 1 Out-of-network, nonparticipating providers may bill you for differences between the Plan allowance, which is the amount paid by Personal Choice, and the provider's actual charge. This amount may be significant. Claims payments for out-of-network professional providers (physicians) are based on IBC's own fee schedule. For services rendered by hospitals and other facility providers, the allowance may not refer to the actual amount paid by Personal Choice to the provider. Under Independence Blue Cross (IBC) contracts with hospitals and other facility providers, IBC pays using bulk purchasing arrangements that save money at the end of the year, but do not produce a uniform discount for each individual claim. Therefore, the amount paid by IBC at the time of any given claim may be more or it may be less than the amount used to calculate your liability. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.

- 3 Combined in/out-of-network

- 4 Inpatient hospital day limit combined for all out-of-network inpatient medical, maternity, mental health, serious mental illness and substance abuse services.

Benefit	In-network	Out-of-network
<b>MENTAL HEALTH CARE</b>		
Outpatient	\$30 copayment	70%, after deductible
Inpatient	100%	70%, after deductible <sup>4</sup>
<b>SERIOUS MENTAL ILLNESS CARE</b>		
Outpatient	\$30 copayment	70%, after deductible
Inpatient	100%	70%, after deductible <sup>4</sup>
<b>SUBSTANCE ABUSE TREATMENT</b>		
Outpatient/Partial facility visits	\$30 copayment	70%, after deductible
Rehabilitation	100%	70%, after deductible <sup>4</sup>
Detoxification	100%	70%, after deductible <sup>4</sup>

- 1 Out-of-network, nonparticipating providers may bill you for differences between the Plan allowance, which is the amount paid by Personal Choice, and the provider's actual charge. This amount may be significant. Claims payments for out-of-network professional providers (physicians) are based on IBC's own fee schedule. For services rendered by hospitals and other facility providers, the allowance may not refer to the actual amount paid by Personal Choice to the provider. Under Independence Blue Cross (IBC) contracts with hospitals and other facility providers, IBC pays using bulk purchasing arrangements that save money at the end of the year, but do not produce a uniform discount for each individual claim. Therefore, the amount paid by IBC at the time of any given claim may be more or it may be less than the amount used to calculate your liability. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.
- 4 Inpatient hospital day limit combined for all out-of-network inpatient medical, maternity, mental health, serious mental illness and substance abuse services.

#### What is not covered?

- services not medically necessary
- services not billed and performed by a provider properly licensed and qualified to render the medically necessary treatment, service, or supply
- cosmetic services/supplies
- routine foot care
- supportive devices for the foot (orthotics), except for podiatric appliances for the prevention of complications associated with diabetes
- dental care, including dental implants, and nonsurgical treatment of temporomandibular joint syndrome (TMJ)
- vision care (except as specified in a group contract)
- military or occupational injuries or illness
- benefits payable by the government, Medicare, or through motor vehicle insurance
- charges in excess of benefit maximums or allowable charges as set forth in the group contract
- services or supplies that are experimental or investigative except routine costs associated with clinical trials
- inpatient private-duty nursing
- alternative therapies/complementary medicine
- hearing aids, hearing examinations/tests for the prescription/fitting of hearing aids, and cochlear electromagnetic hearing devices
- contraceptives
- immunizations required for employment or travel

This summary represents only a partial listing of the benefits and exclusions of the Personal Choice program described in this summary. If your employer purchases another program, the benefits and exclusions may differ. Also, benefits and exclusions may be further defined by medical policy. This managed care plan may not cover all of your health care expenses. Read your benefits booklet for a complete listing of the terms, limitations, and exclusions of the program. If you need more information, please call 1-800-ASK-BLUE (1-800-275-2583).

Services that require pre-authorization

Service	In-network (Personal Choice <sup>®</sup> network provider or BlueCard <sup>®</sup> PPO provider)	Out-of-network
<b>ALL NON-EMERGENCY INPATIENT ADMISSIONS</b> (Except maternity admissions)	Required	Required
<b>OUTPATIENT SURGICAL PROCEDURES</b>		
Bunionectomy	Required	Required
Cataract surgery	Not Required	Required
Laparoscopic cholecystectomy	Required	Required
Hemorrhoidectomy	Required	Required
Hernia repair	Not Required	Required
Arthroscopic knee surgery/diagnostic arthroscopy	Required	Required
Ligation and stripping of varicose veins	Required	Required
Obesity surgery	Required	Required
Orthognathic surgery procedures	Required	Required
Prostate surgery	Not Required	Required
Spinal/vertebral surgery	Not Required	Required
Submucous resection (nasal surgery)	Required	Required
Tonsillectomy and/or adenoidectomy	Required	Required
<b>TRANSPLANTS</b>	Required	Required
<b>OPERATIVE AND DIAGNOSTIC ENDOSCOPIES</b>	Not Required	Required
<b>MRI/MRA</b>	Required	Required
<b>CT/CTA SCAN</b>	Required	Required
<b>PET SCAN</b>	Required	Required
<b>NUCLEAR CARDIAC STUDIES</b>	Required	Required
<b>OUTPATIENT THERAPIES:</b> Speech, cardiac, pulmonary, respiratory	Required	Required
<b>OUTPATIENT PRIVATE DUTY NURSING</b>	Required	Required
<b>OTHER FACILITY SERVICES:</b> Skilled nursing, Inpatient hospice, Home health, Birth center	Required	Required
<b>MENTAL HEALTH, SUBSTANCE ABUSE, AND SERIOUS MENTAL ILLNESS TREATMENT</b>		
Inpatient	Required	Required
Partial hospitalization programs/intensive outpatient programs	Required	Not Required
<b>DAY REHABILITATION PROGRAMS</b>	Required	Required
<b>DENTAL SERVICES AS A RESULT OF ACCIDENTAL INJURY</b>	Required	Required
<b>NON-EMERGENCY AMBULANCE</b>	Required	Required
<b>DURABLE MEDICAL EQUIPMENT</b> Purchase items (including repairs and replacements) over \$500, and ALL rentals (except oxygen, diabetic supplies, and unit dose medication for nebulizer)	Required	Required
<b>PROSTHETICS AND ORTHOTICS</b> Purchase items (including repairs and replacements) over \$500 (excluding ostomy supplies)	Required	Required
<b>INFUSION THERAPY IN A HOME SETTING</b>	Required	Required
<b>INFUSION THERAPY DRUGS</b> Administered in an Outpatient Facility or in a Professional Provider's Office (see list included in your open enrollment packet)	Required	Required

Personal Choice<sup>®</sup> network providers will obtain preauthorization for you, if it is required for the service provided. You are not required to obtain preauthorization when you are treated in a Personal Choice network hospital or facility or by a Personal Choice network doctor. Members are not responsible for financial penalties because a Personal Choice network provider does not obtain prior approval.

If you use a provider who is a BlueCard<sup>®</sup> PPO network provider, or you use an out-of-network provider, you must obtain preauthorization if required for the service or supply being provided. You may be subject to financial penalties if you do not obtain preauthorization.

Call Independence Blue Cross at the preauthorization telephone number on your identification card to initiate preauthorization.

You may be responsible for financial penalties if you do not preauthorize services when you use a BlueCard PPO provider, or an out-of-network provider. There is a \$1,000 penalty for failure to preauthorize inpatient services or treatment, and a 20% reduction in benefits for failure to preauthorize outpatient services or treatment. Additionally, a 50% reduction in benefits may apply for failure to preauthorize speech therapy.

Preauthorization is not a determination of eligibility or a guarantee of payment. Coverage and payment are contingent upon, among other things, the patient being eligible, i.e., actively enrolled in the health benefits plan when the preauthorization is issued and when approved services occur. Coverage and payment are also subject to limitations, exclusions, and other specific terms of the health benefits plan that apply to the coverage request.

# Keystone Health Plan East

## Keystone 15 Summary of Benefits



**Keystone**  
HEALTH PLAN EAST

## *School District of Philadelphia*

Keystone Health Plan East is a Health Maintenance Organization (HMO). This is a managed care program. Coverage is available when your care is provided by a Keystone Primary Care Physician. Your Keystone Primary Care Physician may also refer you to other Keystone providers for care, if needed.

This program may not cover all your health care services. Services may not be covered because they are:

- Not covered under your benefits contract
- Not medically necessary
- Limited by a benefits maximum (e.g., visit limit)

Your Member Handbook identifies details about your benefits program. It also includes information about exclusions and benefits limitations. After reviewing this information, please contact our Member Services department if you have additional questions.

Benefit	Benefits and Services	Coverage
<b>Doctor Visits</b>	Office visits to your Primary Care Physician	\$15 copayment
	Home visits by your Primary Care Physician	\$25 copayment
	Non-routine after hours visits to your Primary Care Physician	\$25 copayment
	Office visits to referred specialists	\$25 copayment
<b>Preventive Health Services</b>	Periodic health assessment	\$15 copayment
	Immunizations (except for travel or employment)	Covered 100%**
	Routine gynecological care (no referral required)	\$25 copayment
	Mammography (no referral required)	Covered 100%
	Nutrition Counseling For Weight Management 6 visits per calendar year	Covered 100%
	Well-baby/well-child care	\$15 copayment

\*\* Office visit subject to copayment.



**Independence  
Blue Cross**

Benefits are administered by Keystone Health Plan East, a subsidiary of Independence Blue Cross-independent licensees of the Blue Cross and Blue Shield Association.

[www.ibx.com](http://www.ibx.com)

Benefit	Benefits and Services	Coverage
<b>Maternity</b>	Obstetrical care (including pre- and postnatal care)	Covered with a \$25 copayment for the first visit. Subsequent visits to your OB/GYN covered 100%
	Newborn care (both doctor and hospital)	Covered 100%
<b>Hospital Services*</b>	Unlimited inpatient stay	Covered 100%
	Surgery	Covered 100%
	Anesthesia	Covered 100%
	Drugs and medication	Covered 100%
	Inpatient doctor care	Covered 100%
	General nursing care	Covered 100%
	Administration of blood	Covered 100%
	Organ transplantation, non-experimental	Covered 100%
<b>Emergency Care</b>	Treatment in hospital emergency room	Covered with a \$35 copayment (which is waived if you are admitted to the hospital)
	Ambulance service	Covered 100% when medically necessary
<b>Specialized Services</b>	Allergy testing and treatment	Covered 100%**
	Diagnostic, Laboratory, and X-ray services	Covered 100%
	Short-term Rehabilitation Therapy (including Speech*, Occupational, and Physical Therapy)	Covered 100%. Up to 60 consecutive days per condition covered, subject to significant improvement
	Spinal Manipulation Services	Covered 100%. Up to 60 consecutive days per condition covered, subject to significant improvement
	Orthoptic/Pleoptic	Covered 100%. 8 sessions maximum per lifetime
	Respiratory Therapy*	Covered 100%
	Chemotherapy*	Covered 100%
	Radiation Therapy*	Covered 100%

\* Preauthorization required. Preauthorization is not a determination of eligibility or a guarantee of payment. Coverage and payment are contingent upon, among other things, the patient being eligible, i.e., actively enrolled in the health benefits plan when the preauthorization is issued and when approved services occur. Coverage and payment are also subject to limitations, exclusions, and other specific terms of the health benefits plan that apply to the coverage request.

\*\* Office visit subject to copayment.

\*\*\* MRI/MRA, CT/CTA scan, PET scan and nuclear cardiac studies require preauthorization.

Benefit	Benefits and Services	Coverage
<b>Specialized Services (Continued)</b>	Vision Care, including screening, eye exams, and refractions	\$25 copayment (once every two calendar years)
	Hearing Screening	Covered 100%**
	Skilled nursing facility services, as specified <sup>1</sup>	Covered 100% up to 180 days per calendar year
	Outpatient Surgery <sup>*</sup>	Covered 100%
	Durable Medical Equipment <sup>*</sup>	All purchases and rentals (including repairs and replacements) are covered 100% when authorized by your Primary Care Physician <sup>1</sup>
	Prosthetics <sup>*</sup>	All purchases (including repairs and replacements) are covered 100% when authorized by your Primary Care Physician <sup>1</sup>
	Home Health Care <sup>*</sup>	Covered 100%
	Dialysis	Covered 100%
	Self Injectable Drugs	Covered 100%
<b>Mental Health</b>	Inpatient <sup>*</sup>	Covered 100%
	Outpatient	\$25 copayment
<b>Serious Mental Illness (SMI)</b>	Inpatient <sup>*</sup>	Covered 100%
	Outpatient	\$25 copayment
<b>Substance Abuse</b>	Inpatient <sup>*</sup>	Covered 100%
	Outpatient	\$25 copayment
<b>Detoxification</b>	Inpatient <sup>*</sup>	Covered 100%
	Outpatient	\$25 copayment
<b>Annual Copayment Maximum</b>	Individual	\$1,000
	Family	\$2,000

\* Preauthorization required. Preauthorization is not a determination of eligibility or a guarantee of payment. Coverage and payment are contingent upon, among other things, the patient being eligible, i.e., actively enrolled in the health benefits plan when the preauthorization is issued and when approved services occur. Coverage and payment are also subject to limitations, exclusions, and other specific terms of the health benefits plan that apply to the coverage request.

\*\* Office visit subject to copayment.

<sup>1</sup> Purchases over \$500 and all rentals require preauthorization.

## Benefits and Services Not Covered

As with all health insurance plans, KHPE's coverage excludes certain services. Those not covered by KHPE include, but are not limited to, the following:

- Services not medically necessary
- Services not provided or referred by your Primary Care Physician, except in emergencies
- ~~Service or supplies that are experimental or investigative except, when approved by Keystone Health Plan East,~~  
Routine Costs associated with Qualifying Clinical Trials
- Routine physical exams for non-preventive purposes, such as insurance or employment applications, college, or premarital examinations
- Services or supplies payable under Workers' Compensation, Motor Vehicle Insurance, or other legislation of similar purpose
- The cost of services for which another party has primary responsibility
- Long-term rehabilitative therapy (e.g. maintenance of chronic conditions)
- Non-medical, rehabilitative services for the treatment of substance abuse in an acute-care hospital
- Hearing Aids, hearing examinations/tests for the prescription/fitting of hearing aids, and cochlear electromagnetic hearing devices
- Radial keratotomy
- Custodial or domiciliary care
- Personal or comfort items not medically necessary, such as air conditioners, humidifiers, telephones, or similar items
- Contraceptives, except by additional rider
- Assisted fertilization techniques such as in-vitro fertilization, GIFT, and ZIFT
- Reversal of voluntary sterilization
- Transsexual surgery
- Cosmetic services/supplies
- Immunization for travel or employment
- Prescription drugs and medications, except as required by law or by additional rider
- Treatment for temporomandibular joint syndrome (TMJ)
- Care of the feet, unless medically necessary
- Services required by a member who is an organ donor
- Dental care, including dental implants
- Alternative therapies/complementary medicine

This summary represents only a partial listing of benefits and exclusions of the Keystone Health Plan East program described in this summary. If your employer purchases another program, the benefits and exclusions may differ. Also, benefits and exclusions may be further defined by medical policy. This managed care plan may not cover all your health care expenses. Read your contract/member handbook carefully to determine which health care services are covered. If you need more information, please call 1-800-ASK-BLUE.



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Philadelphia, PA 19130

Phone: 215-400-4630

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of Teachers (PFT)

## Opt-Out

The Opt-Out program is designed to reimburse employees 25% of the School District of Philadelphia's coverage premium, depending on coverage level, if you can provide proof of alternate insurance.

Enrollment in this program lasts one year. **It is the responsibility of the employee to submit renewal materials by the end of the enrollment year to re-enroll in the program and avoid disruptions in payments.**

**Application Deadline:** There is a rolling deadline of the 16th of the month to enroll for the following month's reimbursement benefit. EX: An application received by February 16 will be processed for March payments. Applications received by March 16 will be processed for April payments, and so on.

Click the link below for some answers to our Frequently Asked Questions and also the plan rules:

- Summary of the Plan
- Frequently Asked Questions

Click on the link below for the application to opt-out. This application is for *new and re-enrolling participants*.

- Opt-Out Application

Be sure to include an updated **Certificate of Group Coverage** which can be obtained through your alternate insurance carrier or the alternate HR department

Local 1201 members are ineligible for this benefit as their benefits are provided through 32BJ and the union's Health and Welfare, not the School District of Philadelphia.

**THE SCHOOL DISTRICT OF PHILADELPHIA**  
**OFFICE OF EMPLOYEE BENEFITS**

440 North Broad Street, Suite G10  
PHILADELPHIA, PENNSYLVANIA 19130

TELEPHONE (215) 400-4630

FAX: 215-400-4631

**Summary of the Opt-Out Plan**

Any **Local 634, PFT, CASA, SPAP and Non-Represented** employee who meets the requirements set forth below may elect to waive his or her medical insurance coverage and receive cash compensation based on a portion of the District's cost of such coverage. Local 1201 members are not eligible to opt-out, as their benefits are provided through 32BJ and the union's Health & Welfare systems.

The rules of the Medical Insurance Waiver Plan are as follows:

- To participate in the Plan, you must complete and sign the enclosed election form. You may elect to waive your medical insurance coverage only if you have coverage from some other source (such as through your spouse's employer). You are not permitted to opt-out if another School District employee is currently covering you. **Your alternate coverage may not be a state or federally sponsored coverage such as Medicare, Medicaid, CHIP, Adult Basic, Keystone Mercy or such plans deemed not acceptable by the District.**
- If you meet the waiver requirements of the plan, you may opt-out of your medical coverage now. If you enroll in alternate coverage during the year, you may opt-out at that time.
- Rules published by the Internal Revenue Service that apply to waiver plans determine when an employee experiences a "qualifying event/change in family status." These changes are:
  - the marriage or divorce of the employee;
  - the death of the employee or his or her spouse or dependent;
  - the birth or adoption of a child of the employee;
  - the termination of employment (or commencement of employment) of the employee's spouse;
  - the switching from part-time to full-time employment status, or vice versa, by the employee or his or her spouse;
  - the taking of an unpaid leave of absence by the employee or his or her spouse; and
  - a significant change in the medical insurance coverage of the employee or his or her spouse attributable to the spouse's employment;
  - Enrollment in Medicare Part B.
- Once you make an election to waive medical insurance coverage, it will remain in effect for one plan year (12 months), until you revoke it, or enroll in Medicare Part B.
- You may revoke an election at any time if the revocation is on account of and corresponds with a "qualifying event/change in family status," as described above.
- If you elect to waive your medical insurance coverage, the amount of the cash compensation which you will receive is determined as a percentage of the School District's cost for the coverage which you had immediately prior to the election, or if you never had coverage, it will be based on the least expensive plan coverage to which you would have been entitled if you did not make the election. The District reserves the right to adjust these amounts annually at the start of the SDP's plan year.
- You will receive the cash compensation on a monthly basis, in the second pay of each month (**minus applicable Federal, State and local tax withholding**) as long as you are in good standing and in a paid status with the District.
- If you revoke your election on account of and corresponding to a qualifying event, your monthly reimbursement will be stopped.



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Phone: 215-400-4630

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Contributions Changes to

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of Teachers (PFT)

## 403(b) & 457(b) Voluntary Retirement Plans

Welcome to the School District of Philadelphia's Voluntary Retirement Plan page!

### • General Information

For an overview of the 403(b), Roth 403(b), and 457(b) voluntary retirement plans, how they work, and approved provider contact information.

### • Contribution Changes

Tools and forms to start, change, or stop your contribution amount after you have submitted an application to one of the approved providers.

### • Withdrawal Options

Information about withdrawing funds from your 403(b) or 457(b) account.

All termination pay questions should be addressed to the Payroll Department. Their phone number is (215) 400-4490 and their e-mail address is [PayrollHelp@philasd.org](mailto:PayrollHelp@philasd.org)

All PSERS pension plan (defined benefit) questions should be addressed to the Retirement Department. Their phone number is (215) 400-4680 and their e-mail address is [Retirement@philasd.org](mailto:Retirement@philasd.org)

## Questions or Comments

If you have any questions or comments about 403(b) & 457(b) Voluntary Retirement Plans, please complete the following form.

E-mail Address	<input type="text"/>
To	<input type="text" value="tsahelp@philasd.org"/>
Subject	<input type="text" value="Question/Comment"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Question/Comment	<input type="text"/>

Type your question or comment above

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## **Attachments Responsive to Item No. 7**



## School District of Philadelphia

Working Harder For Children & Families

### Wage Continuation Plan

As a new employee of the SDP, you may purchase wage continuation coverage to protect yourself from sustained salary loss due to an illness or non-work related injury that extends beyond your sick time. New employees may enroll at the beginning of SDP service; however, you will not be eligible for the program until after 5 months of service, at which time your premium contributions will begin to be deducted from your pay. After 5 months should you become ill and exhaust all sick leave, at the conclusion of a short waiting period, you will be compensated a daily amount consistent with 75 percent of your salary for up to 52 weeks, pursuant to SDP approval.

An employee who applies for this coverage after 7 months of service will be required to complete a supplemental form which will be subject to approval before the plan becomes effective.

The cost of this indemnity program is dependent upon your amount of accumulated sick leave, number of years of service, and salary. Over your first 3 years of employment, as you begin to accumulate sick leave between 10 and 30 days, the SDP will assume 50 percent of the premium cost and there will be a 6 day waiting period. Once a new employee accumulates a minimum of 30 days within the first 3 years, the waiting period is reduced to 5 days and the SDP will assume 65 percent of the premium.

After 3 years, premium sharing and the associated mandatory waiting period assumes a new scale in which an employee who accumulates more than 60 days in sick leave receives wage continuation coverage at no cost.

The premium rates for this plan are as follows:

**Wage Continuation Premium Rates**  
*PFT, CASA, SPAP & Non-Represented Employees*

<u>Accumulated Sick Leave</u>	<u>Total Annual Waiting Period</u>	<u>Employee Share After 3 years of Employment</u>	<u>Employee Share First 3 years of Employment</u>
Less than 10 days	7 work days	\$4.43	\$2.95
10 but less than 30 days	6 work days	\$3.15	\$2.10
30 but less than 60 days	5 work days	\$0.31	\$0.31
60 but less than 90 days	4 work days	\$0.00	
90 but less than 120 days	3 work days	\$0.00	
120 but less than 150 days	2 work days	\$0.00	
150 but less than 180 days	1 work day	\$0.00	
180 days and over	0 work day		

Rates are per \$100 each pay and are effective 2/01/1999.

**Example:** Based on an annual salary of \$38,315 the deduction would be \$36.57 per paycheck at the \$2.10 rate for a new employee who has 10 personal illness days in their bank. If any sick days are used during the 5 month waiting period, the associated deduction will be \$51.37 per paycheck at the \$2.95 rate.



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## Wage Continuation

### Overview

As a new employee of the SDP, you may purchase wage continuation coverage to protect yourself from sustained salary loss due to an illness or non-work related injury that extends beyond your sick time. New employees may enroll at the beginning of SDP service; however, you will not be eligible for the program until after 5 months of service, at which time your premium contributions will begin to be deducted from your pay. After 5 months, should you become ill and exhaust all sick leave, at the conclusion of a short waiting period you will be compensated a daily amount consistent with 75 percent of your salary for up to 52 weeks, pursuant to SDP approval.

An employee who applies for this coverage after 7 months of service will be required to complete a Supplemental Form which will be subject to approval before the plan becomes effective.

- [Wage Continuation Supplemental Form](#)

The cost of this indemnity program is dependent upon your amount of accumulated sick leave, number of years of service, and salary. Over your first 3 years of employment, as you begin to accumulate sick leave between 10 and 30 days, the SDP will assume 50 percent of the premium cost and there will be a 6 day waiting period. Once a new employee accumulates a minimum of 30 days within the first 3 years, the waiting period is reduced to 5 days and the SDP will assume 65 percent of the premium.

After 3 years, premium sharing and the associated mandatory waiting period assumes a new scale in which an employee who accumulates more than 60 days in sick leave receives wage continuation coverage at no cost.

### Wage Continuation Premiums

For **CASA, Non-Rep, PFT and SPAP** Employees:

Accumulated Sick Leave	Total Annual Waiting Period	Post 3 years of Employment	First 3 years of Employment
Less than 10 days	7 work days	\$4.43	\$2.95
10 but less than 30 days	6 work days	\$3.15	\$2.10
30 but less than 60 days	5 work days	\$0.31	\$0.31
60 but less than 90 days	4 work days	\$0.00	\$0.00
90 but less than 120 days	3 work days	\$0.00	\$0.00
120 but less than 150 days	2 work days	\$0.00	\$0.00
150 but less than 180 days	1 work day	\$0.00	\$0.00
180 days and over	0 work days	\$0.00	\$0.00

**Employee's share rate per \$100 gross per paycheck**

Example: Based on an annual salary of \$38,315, the deduction would be \$36.57 per paycheck at the \$2.10 rate for a new 10 month employee who has 10 personal illness days in his/her bank. If any sick days are used during the 5

month waiting period, the associated deduction would be \$51.37 per paycheck at the \$2.95 rate.

For District 1201 and Local 634 Employees:

Accumulated Sick Leave	Total Annual Waiting Period	Post 3 years of Employment	First 3 years of Employment
Less than 10 days	7 work days	\$3.15	\$2.10
10 but less than 30 days	6 work days	\$4.50	\$1.50
30 but less than 60 days	5 work days	\$0.52	\$0.52
60 but less than 90 days	4 work days	\$0.00	\$0.00
90 but less than 120 days	3 work days	\$0.00	\$0.00
120 but less than 150 days	2 work days	\$0.00	\$0.00
150 but less than 180 days	1 work day	\$0.00	\$0.00
180 days and over	0 work days	\$0.00	\$0.00

**Employee's share rate per \$100 gross per paycheck**

Example: Based on an annual salary of \$34,650, the deduction would be \$23.63 per paycheck at the \$1.50 rate for a new 10 month employee who has 10 personal illness days in his/her bank. If any sick days are used during the 5 month waiting period, the associated deduction would be \$33.08 per paycheck at the \$2.10 rate.

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## **Attachments Responsive to Item No. 9**

**Allowable lengths of absences for other deaths:**

**1. Friend**

In the event of the death of a friend not living with the employee personal leave must be used first; if not available, employee will be paid 1/3 of base salary for the day.

**2. Principal**

In the event of the death of the principal, the entire school may be closed for the season of the funeral at the discretion of the Superintendent.

**3. Faculty Member**

For a delegation of not more than five faculty members there will be no salary loss to attend the funeral. The members to be selected shall be chosen on the basis of seniority of service in the school, or by the faculty as a group if that method of selection is preferred. Others who earn Personal Leave must use it if they wish to take off work, or they may secure a leave with full loss of salary.

**2.7 VACATION**

The amount of vacation accrual varies based on position and the length of School District service. Specific details are listed in collective bargaining agreements.

Vacation accrues on a monthly basis in the pay period which includes the 15<sup>th</sup> of the month.

Upon termination of service, employees whose services were not terminated for intentional misconduct shall be reimbursed for 100% of unused Vacation days.

**Reduced Vacation for Extended Absence**

Following a leave of absence for six months or longer during a 12-month period—September 1 to August 31—the vacation of 12-month employees will be reduced by an amount equal to 1/12<sup>th</sup> of the employee's normal vacation accrual for each full month of absence. This applies to all types of extended leave: sabbatical, health, special leave with full salary loss, or any other extended leave of absence.

**2.8 SABBATICAL**

Professional employees and members of the supervisory, instructional, or administrative staff are eligible for sabbatical leave after the completion of ten years of satisfactory service in the public schools of the state. At least five consecutive years of such service must be in the School District of Philadelphia, the school district from which the leave of absence is sought, unless the Board allows a shorter time. Thereafter, such leaves are allowed at intervals of seven years from the date of the termination of the previous leave.

Contact the Office of Human Resources to verify eligibility for sabbatical leave.

Sabbatical leaves are authorized for:

- Professional development
- Restoration to health
- For PFT represented employees only, 20 years of continuous service in accordance with the provisions of the collective bargaining agreement.

A sabbatical must be for a period of one full school year, one half school year, or two half school years during a period of two years. Therefore, all leaves except those for restoration of health must begin on

### 2.3 PERSONAL LEAVE

Full-time, regular employees may be eligible for full salary three days of personal leave each year without salary loss. Part-time, regular employees may be eligible for a prorated amount of sick leave depending on the number of days or hours worked.

Long-term substitutes may be eligible for the same number of days with full salary as regular employees in accord with collective bargaining agreements.

Supportive Service Assistants accrue one Personal Leave day each year, and Noon Time Aides accrue no Personal Leave.

Personal leave is to be used for urgent personal business which cannot be conveniently scheduled on days other than work days and for personal emergencies requiring immediate attention. Prior approval from a supervisor **MUST** be secured for such leave, except in the event of an emergency.

Requests for personal leave that would have the effect of extending school holidays or beginning the summer vacation earlier or extending it will not be approved except in the most unusual circumstances.

Unused personal leave at the end of each year may be accrued without limit but not used, except for employees represented by Local 634 who receive compensation for 100% of unused personal leave days each year.

Three days may be used for personal leave in any single school year. Collective bargaining agreements may allow use of more days.

Upon termination of service, employees whose services were not terminated for intentional misconduct shall be paid in full for the number of unused personal leave days.

### 2.4 PERSONAL ILLNESS

Full-time, regular employees may be eligible for full salary for ten days each year due to non-work-related illness or injuries, cumulative to an unlimited maximum. Part-time, regular employees may be eligible for a prorated amount of sick leave depending on the number of days or hours worked.

Long-term substitutes may be eligible for the same number of days with full salary as regular employees in accord with collective bargaining agreements.

For routine physical examinations scheduled during the workday, employees must utilize Personal Leave or Vacation time. Personal Illness leave may not be used for such examinations.

An employee on sick leave who wishes to leave the city for a continuous period of time must obtain approval of the Executive Director of Human Resources.

An employee whose absence exceeds ten consecutive days must be referred to the Director of Employee Health Services.

Upon termination of service, employees whose services were not terminated for intentional misconduct shall be reimbursed for 25% of unused Personal Illness days.

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After 4<sup>th</sup>  
and/or ill  
After 6<sup>th</sup>  
and/or ill  
After 8<sup>th</sup>  
and/or ill

After 10<sup>th</sup>  
and/or ill

Continue

\*Occurs

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## **Attachments Responsive to Item No. 10**



**Collective Bargaining Agreement  
between the  
Philadelphia Federation  
of Teachers  
and the  
School District  
of Philadelphia**

**September 1, 2009 to August 31, 2012**

## APPENDIX D Curriculum

The Philadelphia Federation of Teachers and the School District mutually recognize the necessity of aligning standards, curriculum and assessment. This alignment is necessary in order to provide meaningful professional development that can be successfully incorporated into classroom content and instruction. Therefore, the parties agree to work cooperatively to develop well-articulated programs of instruction for each grade level, including career and technical education, that will guide and support teachers in aligning classroom instruction with the standards, curriculum and assessment system in order to support improved student achievement. The programs of instruction will outline to teachers and inform parents as to what students should know and be able to do, and incorporate relevant research-based developments in the areas of teaching and learning and effective practice. National and local curriculum programs, models and materials will be reviewed on an ongoing basis to determine their value for alignment with the standards, curriculum and assessment system, and where deemed appropriate will be incorporated into the programs of instruction. Professional development framed by the aligned standards, curriculum and assessments will support teachers in the continuing enhancement of their content knowledge and classroom practice.

## APPENDIX E Leave Benefits

### 1. Personal Leave Days (Code 01)

- (a) Employees in the Teachers, Non-Teaching Assistants, Secretaries, Para-professionals, Comprehensive Early Learning Center, Food Service Managers, Head Start and Professional/Technical bargaining units shall be granted three (3) days leave each year without loss of salary for urgent personal business which cannot be conveniently scheduled on other than workdays and for personal emergencies requiring immediate attention. Employees in the Supportive Services Assistants bargaining unit shall be granted one (1) personal leave day each year. Extension of school holidays, or beginning the summer vacation earlier or extending it later, shall not be deemed personal leave and may not be taken except in the most unusual circumstances as hereinafter provided. Application for such personal leave shall be made upon a form to be furnished by the School District.
- (b) If not more than ten percent (10%) of the teachers, one (1) NTA and one (1) paraprofessional, in a school request leave for a given day, or if the number requesting leave exceeds the limitations stated above but the granting of such leave will not interfere with the school's program, the employee shall have the right to take the leave.
- (c) In the event that the number of employees in a school requesting leave exceeds the limitations stated above and the employee's leave will interfere with the school's program, the Office of Human Resources shall determine whether the leave shall be denied to the employee or employees last filing such request; provided, however, that if such employee or employees request the leave because of an emergency, the leave shall be granted.
- (d) Except as provided in Sections 6 and 7 of this Appendix, attendance at the commencement of relatives and friends' absence in connection with the death or funeral of distant relatives and friends, or in connection with the marriages of relatives or friends, and appearances in court in a case in which the employee is plaintiff or defendant, will be treated solely as personal leave.
- (e) The Office of Human Resources shall also determine whether or not the request for personal leave which has the effect of extending the school holidays, or beginning the summer vacation earlier or extending it later, shall, under most unusual circumstances, be granted.
- (f) If a ten (10) month employee has accumulated thirty (30) days or more in his/her personal leave bank he/she shall be allowed to use up to a maximum of two (2) additional personal leave days from his/her bank per year.

### Personal Illness Leave (Code 04)

Personal illness leave shall be provided in accordance with School District policy.

### 3. Vacation (Code 02)

- (a) Active employees working on a twelve (12) month schedule in the Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Head Start and Professional/Technical bargaining units shall be entitled to the following vacation with pay at the annual rate of pay such employee is receiving at the time such vacation is actually taken:

Length of Uninterrupted Service to July 1	Vacation Time
If appointed between January 1 and April 30	One Week
Six months to four years	Two Weeks
Four years to eight years	Three Weeks
Eight years to fifteen years	Four Weeks
Over fifteen years	Four Weeks and Two Days

An employee may take one (1) week of unpaid time per year in addition to his/her vacation. Requests for such time shall be submitted in the same manner as requests for vacation.

- (b) For an employee in the Non-Teaching Assistants bargaining unit who seeks a part of his/her vacation during the school year, his/her request shall be approved provided the needs of the school do not require otherwise. For employees in the Comprehensive Early Learning Center bargaining unit, vacations may be taken at times of the year other than July and August provided that a request for such vacation time is presented at least two (2) weeks prior to the beginning of the time the vacation is to be taken.

### 4. Educational Leave

- (a) Active employees in all bargaining units shall be eligible for an unpaid educational leave of absence under the following terms and conditions:
- (i) A teacher shall be eligible for an unpaid educational leave of absence for a September to June school year. Requests for such a leave shall be filed no later than May 31 of each school year. Such a leave shall be granted to improve the professional competency of the teacher subject to the approval of the content of the academic work to be presented. The teacher shall be returned to the same position in the same school he/she occupied at the time of the leave, provided that the position still exists.
- (ii) An employee other than a teacher shall be eligible for an unpaid educational leave of absence for a period of five (5) months commencing either September 1 or February 1. The leave of absence shall not exceed a total period of one (1) school year. Such a leave shall be granted to improve the competency of the employee subject to the approval of the content of the academic work to be presented. The employee shall be returned to the same position in the same school/location he/she occupied at the time of the leave, provided that the position exists.

### 5. Pregnancy, Parental and Adoption Leave

- (a) **Pregnancy and Parental Leave.** For active employees in all bargaining units, with the exception of Per Diem Teachers, the present regulations governing pregnancy and parental leave shall apply and shall not be changed except by agreement of the parties.

- (i) An employee returning from parental leave within two (2) years, calculated from the first day of the eighty-nine (89) day parental leave, is entitled to return to the former school if a vacancy exists. If such employee is not assigned to her former school, she shall be considered as having received an involuntary transfer. Teachers and secretaries shall be assigned in accordance with the Assignment and Transfer provisions of this Agreement.

- (ii) An eligible employee who is granted an eighty-nine (89) day parental leave that expires after May 1 may choose to extend such leave to the end of the school year.

- (iii) At least twenty-one (21) days prior to the expiration of the initial two (2) year parental leave, an employee may apply for an extension of the parental leave. The entire parental leave shall not exceed a total of four (4) years from the first day of the eighty-nine (89) day parental leave. If the employee uses this extension, he/she loses his/her entitlement to return to his/her former school as well as his/her school seniority. An adjustment shall be made from his/her system wide seniority for the total period of the parental leave.

- (b) **Adoption Leave.** Those employees eligible for parental leave who adopt children shall have an equal leave available to them as employees who give birth to a child — up to four (4) years, even if adopted child is over eighteen (18) months.

### 6. Funeral Leave (Codes 01, 11-15, 32, 41, 42)

- (a) Active employees in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical and Supportive Services Assistants bargaining units shall be eligible for the following funeral leaves:
- (i) For death of a parent, spouse or a child, the employee shall be entitled to take up to five (5) working days, including the day of the funeral, to be taken within ten (10) working days of the death.
- (ii) For death of a sister, brother, grandparent, grandchild, or resident of the same household, the employee shall be entitled to take up to three (3) working days, including the day of the funeral, to be taken within ten (10) working days of the death.
- (iii) For death of an aunt, uncle or first cousin, the employee shall be entitled to take off the day of the funeral.
- (iv) For the death of a distant relative, the employee shall be entitled to take off the day of the funeral by using personal leave or a day off with one-half (½) pay.

(v) For a period of mourning, the employee shall be entitled to take off up to five (5) days at one-third ( $\frac{1}{3}$ ) pay, upon production of a letter from the head of the employee's congregation.

(b) Relationship by marriage is treated the same as relationship by blood.

7. Other Leaves (Codes 01, 44, 51, 51HR, 60)

(a) Religious Holiday. An active employee in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical or Supportive Services Assistants' bargaining unit may take a personal leave day or a day off with one-third ( $\frac{1}{3}$ ) pay to observe a religious holiday, upon production of a letter from the head of the employee's congregation.

(b) Graduations/Marriages of Children. An active employee in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical or Supportive Services Assistants' bargaining unit may take a personal leave day or (if no personal leave is available) a day off without pay to attend the graduation or marriage of the employee's child.

(c) Inclement Weather. An active employee in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical or Supportive Services Assistants' bargaining unit who is unable to get to work will be paid one-third ( $\frac{1}{3}$ ) pay due to inclement weather, with the approval of the Human Resources Administrator and proof of the employee's attempt to get to work.

(d) Unpaid Personal Leave. Active employees in the Professional/Technical bargaining unit may be granted up to five (5) days annually without pay upon receiving permission from their immediate supervisor and office administrator. Approval will not be withheld unreasonably. This leave must be taken in the fiscal year in which leave is requested. A minimum of three (3) weeks' notice shall be required prior to the requested leave date.

(e) Sabbatical Leave. Upon request, a sabbatical leave will be granted to a teacher and other professional employees with a satisfactory rating and with at least twenty (20) years of continuous service for the School District and as further restricted under the rules of the School District. A leave of absence because of the employee's illness or because of his/her service with an educational institution or with the Federation shall not delay the time at which such sabbatical leave may be taken but, for the purpose of this Section, the duration of such leave of absence, except in the case of a leave of absence for service with the Federation, shall not be included in calculating the length of the employee's service for the School District.

(f) Military Leave. For employees called to active military duty, the School District will continue to pay them the difference between the individual employee's School District salary and his/her military pay. The School District will continue to provide medical benefits for the individual's

spouse and dependents. Upon return to the School District, the employee will be placed in his/her former assignment and work location with no interruption in building and system seniority.

An employee returning to service after February 1st, will be returned to his/her assignment at the earliest possible date, but in no event later than the start of the following school year.

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## **Attachments Responsive to Item No. 11**

# PFT LEAVE SUMMARY BY CATEGORY - 07/01/2011 TO 06/30/2012

Run Date: Friday, March 8, 2013

<u>UNION</u>	<u>LEAVE CATEGORY</u>	<u># DAYS</u>
PFT	04-L - PERSONAL ILLNESS	98,279.45
PFT	04H-L - WAGE CONTINUATION	36,380.17
PFT	01-L - PERSONAL LEAVE	18,694.51
PFT	31-L - ILLNESS IN FAMILY WITH PAY	9,700.00
PFT	20-L - OFFICIAL SCHOOL DISTRICT BUSIN	5,821.50
PFT	02-L - VACATION	5,819.32
PFT	78-L - OTHER COMP SUPP	5,686.00
PFT	04C-L - PERSONAL ILLNESS CORRIDOR	4,196.92
PFT	11-L - FUNERAL-IMMEDIATE FAMILY	3,224.00
PFT	13-L - FUNERAL- RELATIVE	2,660.00
PFT	57-L - SICK LV NO PAY	2,612.82
PFT	70-L - JURY DUTY	2,494.00
PFT	12-L - FUNERAL-NEAR RELATIVE	2,397.50
PFT	59-L - CODED LEAVE NOT AVAILABLE	1,576.36
PFT	61-L - UNAUTHORIZED LEAVE WITHOUT PAY	1,403.50
PFT	60-L - APPROVED LEAVE WITHOUT PAY	1,242.00
PFT	01B-L - PERSONAL LEAVE PREP PAY BACK	532.67
PFT	99-L - LEFT SDP	441.00
PFT	63-L - SUSPENDED WITHOUT PAY	405.00
PFT	72-L - SUBPOENA	302.00
PFT	01E-L - EXCESS PERSONAL LEAVE	292.50
PFT	30-L - ILLNESS IN FAMILY-NO PAY	264.50
PFT	44-L - RELIGIOUS HOLIDAY	255.00
PFT	17-L - OBSERVATION LEAVE	221.50
PFT	19-L - RESERVE TRAINING	161.00
PFT	21-L - COMPENSATORY TIME	132.00
PFT	04D-L - PERSONAL ILLNESS DIR	111.50
PFT	16-L - OWN GRADUATION	82.50
PFT	58-L - INVALID LV CODED	64.96
PFT	64-L - SUSPENDED WITH PAY	43.00
PFT	15-L - FUNERAL-FACULTY MEMBER	35.00
PFT	FURLO - FURLOUGH	31.00
PFT	77-L - WORKERS' COMP DENIED	25.50
PFT	02E-L - EXCESS VACATION	18.83
PFT	42-U - FUNERAL-FRIEND	16.00
PFT	41-U - RELIGIOUS MOURNING	14.00
PFT	32-U - FUNERAL-DISTANT RELATIVE	5.50
PFT	51HR - INCLEMENT WEATHER -APPROVED	3.00
		<b>205,646.01</b>

Prepared by John Cacciola, SAU

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## **Attachments Responsive to Item No. 12**

# FY2012 SALARY HISTORY LEAVE PAY SUMMARY - PFT EMP

Run Date: Friday, March 8, 2013

<u>UNION</u>	<u>PAY TYPE</u>	<u>PAY TYPE NAME</u>	<u>AMOUNT</u>
PFT	04-P	PERSONAL ILLNESS-PAY	22,422,096.89
PFT	04H-N	WAGE CONTINUATION-NON TAXABLE	4,576,203.80
PFT	01-P	PERSONAL LEAVE-PAY	4,572,316.91
PFT	04H-P	WAGE CONTINUATION-PAY	3,446,756.62
PFT	20-P	SD BUSINESS-PAY	1,456,805.61
PFT	02-P	VACATION-PAY	1,336,914.64
PFT	31-P	ILLNESS IN FAMILY-PAY	1,210,197.47
PFT	11-P	FUNERAL IMMEDIATE FAMILY-PAY	765,516.14
PFT	70-P	JURY DUTY-PAY	582,230.82
PFT	13-P	FUNERAL RELATIVE-PAY	580,765.75
PFT	12-P	FUNERAL NEAR RELATIVE-PAY	515,031.35
PFT	72-P	SUBPOENA-PAY	68,684.78
PFT	17-P	OBSERVATION LV-PAY	56,333.27
PFT	19-P	MILITARY LV-PAY	39,541.50
PFT	21-P	COMPENSATORYTIME-PAY	28,992.87
PFT	44-P	RELIGIOUS HOLIDAY-PAY	26,274.17
PFT	16-P	OWN GRADUATION	20,045.41
PFT	64-P	SUSPENSION WITH PAY-PAY	11,984.38
PFT	15-P	FUNERAL FACULTY MEMBER	7,196.88
PFT	41-P	PERIOD OF MOURNING-PAY	1,030.25
PFT	42-P	FUNERAL FRIEND-PAY	902.08
PFT	32-P	FUNERAL DISTANT RELATIVE	605.62
PFT	51-P	INCLEMENT WEATHER-PAY	263.51
PFT	99-P	LEFT SDP	0.27
PFT	04C-P	CORRIDOR NO PAY PAY EVENT	0.13
PFT	63-P	SUSPEND W/O PAY	0.01
PFT	59-P	CODED LV NOT AVAILABLE	-0.03
PFT	30-P	ILLNESS IN FAMILY-NO PAY	-0.09
PFT	60-P	APPROVED LV W/O PAY	-0.12
PFT	57-P	SICK LV NO PAY PAY EVENT	-0.22
PFT	61-P	UNAPPROVED LV W/O PAY	-0.42
PFT	78-P	WORKERS' COMP	-0.77
			<b>41,726,689.48</b>

Prepared by John Cacciola, SAU

# FY2012 SALARY HISTORY SUMMARY - SUBSTITUTING FOR PFT EMPLOYEE

Run Date: Friday, March 8, 2013

<u>UNION</u>	<u>PAY TYPE</u> PDIEM	<u>PAY TYPE NAME</u> PER DIEM	<u>TITLE NAME</u> TEACHER, PER DIEM SUBSTITUTE	<u>AMOUNT</u> 9,377,451.91 9,377,451.91
NR-PD	PDIEM	PER DIEM	CLASSRM ASST,CDC PRGS-PER DIEM	28,555.60
NR-PD	PDIEM	PER DIEM	CLASSRM ASST,PRE-K HD STRT-PDS	241,306.58
NR-PD	PDIEM	PER DIEM	FARMER PER DIEM SUB	4,294.49
NR-PD	PDIEM	PER DIEM	INSTR,CDC PRGMS-PER DIEM SUB	3,601.37
NR-PD	PDIEM	PER DIEM	NON-TCH ASST, PER DIEM SUB	25,754.40
NR-PD	PDIEM	PER DIEM	NOON TIME AIDE PER DIEM SUB	171,428.07
NR-PD	PDIEM	PER DIEM	SECRETARY, PER DIEM SUB-SCHOOL	187,110.48
NR-PD	PDIEM	PER DIEM	SECRETARY-PER DIEM SUB-ADMIN.	630.00
<b>NR-PD</b>				<b>662,680.99</b>
PFT	PDIEM	PER DIEM	CLASSROOM ASST	31,743.53
PFT	PDIEM	PER DIEM	CLASSROOM ASST,SP ED,SV HND	8,221.92
PFT	PDIEM	PER DIEM	HOUSEKEEPER/COOK, CDC	1,674.75
PFT	PDIEM	PER DIEM	RETIRED NURSE,PER DIEM SUB	200,519.95
PFT	PDIEM	PER DIEM	RETIRED TEACHER, PER DIEM SUB	8,440,339.72
PFT	PDIEM	PER DIEM	RETIRED TEACHER,PER DIEM SP ED	1,147,306.16
PFT	PDIEM	PER DIEM	SCHOOL PSYCHOLOGIST	142,161.59
PFT	PDIEM	PER DIEM	SECRETARY I	-303.75
PFT	PDIEM	PER DIEM	SUPPORTIVE SERVICES ASST, 3 HR	16,153.68
PFT	PDIEM	PER DIEM	TEACHER,FULL TIME	2,274.47
PFT	PDIEM	PER DIEM	TEACHER,SPEC EDUCATION	527.87
<b>PFT</b>				<b>9,990,619.89</b>
P-PD	PDIEM	PER DIEM	SCHOOL NURSE, PER DIEM SUB	38,305.62
<b>P-PD</b>				<b>38,305.62</b>
<b>GRAND TOTAL</b>				<b>20,069,058.41</b>

Prepared by John Cacciola, SAU

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## **Attachments Responsive to Item No. 13**



**SCHOOL DISTRICT OF PHILADELPHIA**  
**Human Resources Data Team**  
**Teacher Absences for SY11-12**

Source: DW (dl),vlookup (vw)

<u>Org Code</u>	<u>Organization</u>	<u>Teacher Count</u>	<u>Total Teacher Absence Days</u>
1010	BARTRAM, JOHN HIGH SCHOOL	84	1120
1020	WEST PHILADELPHIA HIGH SCHOOL	72	1428
1027	LEA SCHOOL HEAD START	3	56
1030	HIGH SCHOOL OF THE FUTURE	28	269
1050	ROBESON, PAUL HIGH SCHOOL	22	308
1060	COMMUNICATIONS TECHNOLOGY HS	29	403
1080	UNIVERSITY CITY HIGH SCHOOL	77	886
1090	PHILADELPHIA HS FOR BUSINESS	12	83
1100	SAYRE, WILLIAM L. HIGH SCHOOL	43	540.62
1110	SHAW, ANNA H. MIDDLE SCH	18	146.5
1130	TILDEN MIDDLE SCHOOL	28	284
1150	PEPPER, GEORGE MIDDLE SCHOOL	37	519
1168	TURNER CENTER HEAD START	2	121.5
1190	MOTIVATION HIGH SCHOOL	13	97.5
1200	BARRY, JOHN ELEMENTARY SCHOOL	48	761.5
1201	BARRY, JOHN HEAD START	2	26
1230	BRYANT, WILLIAM C. SCHOOL	32	385.5
1231	BRYANT HEAD START	4	28.5
1250	CATHARINE, JOSEPH SCHOOL	38	423
1251	CATHARINE ANNEX HEAD START	2	14.5
1260	COMEGYS, BENJAMIN B. SCHOOL	31	567.5
1268	COMEGYS BRIGHT FUTURES	1	7
1270	DREW, CHARLES R. BUILDING	18	316
1277	WALNUT CTR/DREW HEAD START	4	102.5
1280	PENN ALEXANDER SCHOOL	36	175.5
1290	HAMILTON, ANDREW SCHOOL	40	555.5
1300	HARRINGTON, AVERY D. SCHOOL	29	242
1330	HUEY, SAMUEL B. SCHOOL	44	559.5
1331	MASTERY @ HARRITY HEAD START	2	21
1340	LEA, HENRY C.	31	395.5
1350	LONGSTRETH, WILLIAM C. SCHOOL	31	490
1353	LONGSTRETH HEAD START	2	34
1360	MC MICHAEL, MORTON SCHOOL	23	283.5
1363	MCMICHAEL HEAD START	3	23
1370	MITCHELL ELEMENTARY SCHOOL	28	310
1380	MORTON, THOMAS G. SCHOOL	46	636.5
1390	POWEL, SAMUEL SCHOOL	17	179.5
1400	PATTERSON, JOHN M. SCHOOL	36	491
1402	PATTERSON HEAD START	2	26.5
1410	RHOADS, JAMES SCHOOL	38	428
1420	WASHINGTON, MARTHA SCHOOL	32	283
1430	WILSON, ALEXANDER SCHOOL	19	440
1431	WILSON HEAD START	3	32
1440	PENROSE SCHOOL	44	636

<u>Org Code</u>	<u>Organization</u>	<u>Teacher Count</u>	<u>Total Teacher Absence Days</u>
1460	ANDERSON, ADD B. SCHOOL	35	323.5
1465	ANDERSON BRIGHT FUTURES	1	3
1470	LOCKE, ALAIN SCHOOL	33	475.5
1475	HAVERFORD CTR BRIGHT FUTURES	3	35
1490	BLANKENBURG, RUDOLPH SCHOOL	27	433
1492	BLANKENBURG HEAD START	2	4.5
1530	LEIDY, JOSEPH SCHOOL	27	443
1580	MYA-MIDDLE YEARS ALTERNATIVE	17	320.5
1670	CEDAR GROVE HEAD START	3	42.5
2000	SOUTH PHILADELPHIA H.S.	65	908
2003	SOUTH PHILA HEAD START	2	76
2010	FRANKLIN, BENJAMIN HIGH SCHOOL	43	574.5
2020	CREATIVE AND PERFORMING ARTS	40	334
2030	GLADING HEAD START	4	37
2090	BOK, EDWARD HIGH SCHOOL	63	1172
2121	VARE, E. HEAD START	2	10
2130	VAUX, ROBERTS HIGH SCHOOL	29	535
2140	MASTERMAN, JULIA R. HIGH SCHOOL	66	467.5
2160	FURNESS, HORACE HIGH SCHOOL	44	491
2190	FELL, D. NEWLIN SCHOOL	31	434
2200	ALCORN, JAMES SCHOOL	38	700
2210	BACHE-MARTIN SCHOOL	34	407.5
2215	BACHE MARTIN BRIGHT FUTURES	2	65
2240	BREGY, F. AMEDEE SCHOOL	29	403
2242	BREGY HEAD START	2	14
2260	CHILDS, GEORGE W. SCHOOL	40	381
2261	CHILDS HEAD START	3	27.5
2290	FRANKLIN LEARNING CENTER	40	543
2320	GIRARD, STEPHEN SCHOOL	33	301
2340	MC CALL, GEN. GEORGE A. SCHOOL	39	430.5
2370	MCDANIEL, DELAPLAINE SCHOOL	50	962
2380	MEREDITH, WILLIAM M. SCHOOL	27	233
2390	MORRIS, ROBERT SCHOOL	23	333
2392	MORRIS HEAD START	4	21
2410	GIRARD ACADEMIC MUSIC PROGRAM	28	166
2420	REYNOLDS, GEN. JOHN F. SCHOOL	24	358.5
2422	REYNOLDS HEAD START	2	14.5
2440	SMITH, WALTER G. SCHOOL	29	478.5
2450	STANTON, EDWIN M. SCHOOL	16	268
2455	STANTON, E.M. BRIGHT FUTURES	1	5
2470	GREENFIELD, ALBERT M. SCHOOL	35	708.5
2480	ARTHUR, CHESTER A. SCHOOL	19	247
2489	BROAD STREET HEAD START	3	8
2490	WARING, LAURA W. SCHOOL	19	117
2492	WARING HEAD START	2	24
2510	JACKSON, ANDREW SCHOOL	30	159.5
2512	JACKSON HEAD START	2	45
2520	JENKS, ABRAM SCHOOL	22	156
2530	YOUTH STUDY CENTER SCHOOL	14	296.5
2540	KEY, FRANCIS SCOTT SCHOOL	32	314.5
2580	KIRKBRIDE, ELIZA B. SCHOOL	33	187.5
2581	KIRKBRIDE HEAD START	2	14.5

<b>Org Code</b>	<b>Organization</b>	<b>Teacher Count</b>	<b>Total Teacher Absence Days</b>
2590	NEBINGER, GEORGE W. SCHOOL	23	360.1
2595	NEBINGER SCHOOL BRIGHT FUTURES	2	48
2620	ACADEMY AT PALUMBO	32	204.5
2630	SHARSWOOD, GEORGE SCHOOL	36	478.5
2632	SHARSWOOD HEAD START	2	35
2640	SOUTHWARK SCHOOL	37	262
2641	SOUTHWARK SCHOOL HEAD START	2	27
2650	SCIENCE LEADERSHIP ACADEMY	27	209.5
2670	CONSTITUTION HIGH SCHOOL	22	152.5
2690	TAGGART, JOHN H. SCHOOL	36	492.5
2692	TAGGART HEAD START	2	22.5
2720	VARE, ABIGAIL SCHOOL	25	228
2721	VARE, A. SCHOOL BRIGHT FUTURES	1	9
2730	WASHINGTON, GEORGE SCHOOL	23	386.5
2732	WASHINGTON, GEORGE-HEAD START	2	18.5
3120	PYDA @ E.S. MILLER	8	129.5
3160	PYDA @ HUNTING PARK	8	37
3180	CROSSROADS @ KING OF PEACE	8	126
3190	CROSSROADS @ HUNTING PARK	11	203.5
3390	WEBSTER SCHOOL HEAD START	2	38
4020	OVERBROOK HIGH SCHOOL	86	1322.5
4030	ENGINEERING & SCIENCE HIGH	34	162.5
4060	DOBBINS, MURRELL HIGH SCHOOL	54	508.5
4100	BEEBER, DIMNER MIDDLE SCHOOL	29	507.5
4110	FITZSIMONS BUILDING	30	546.5
4140	STRAWBERRY MANSION HIGH SCHOOL	31	461.5
4150	RHODES, E. WASHINGTON MIDDLE	32	619
4190	MITCHELL HEAD START	2	25
4220	BLAINE, JAMES G. SCHOOL	24	412
4227	BLAINE HEAD START	2	9.5
4240	CASSIDY, LEWIS C ACADEMICS PLUS	35	372.5
4250	CLEVELAND SCHOOL HEAD START	1	8
4260	CLEVELAND, GROVER SCHOOL	36	529
4263	CLEVELAND BRIGHT FUTURES	1	16
4270	DICK, WILLIAM SCHOOL	22	130.5
4272	DICK, WILLIAM HEAD START	2	33
4280	GOMPERS, SAMUEL SCHOOL	24	229
4300	HESTON, EDWARD SCHOOL	30	542
4309	HESTON HEAD START	3	15.5
4310	KENDERTON SCHOOL	28	239
4320	LAMBERTON, ROBERT E ELEMENTARY	31	284
4330	LAMBERTON, ROBERT E HIGH SCHOOL	19	134.5
4341	MASTERY-MANN HEAD START	3	54.5
4370	OVERBROOK ELEMENTARY SCHOOL	20	158.31
4372	OVERBROOK ELEM HEAD START	2	43.5
4380	PEIRCE, THOMAS M. SCHOOL	24	197.5
4390	PRATT, ANNA B. SCHOOL	24	232.5
4394	PRATT HEAD START	2	119
4399	WRIGHT HEAD START	3	13.5
4400	STANTON, M. HALL SCHOOL	26	287.5
4407	BRIGHT BEGINNINGS HEAD START	4	83.5
4408	STANTON, M.H. HEAD START	3	38

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4430	WHITTIER, JOHN G. SCHOOL	26	423.5
4433	PEIRCE, T.M. HEAD START	3	21
4435	WHITTIER SCHOOL BRIGHT FUTURES	1	4
4440	ALLEN, DR. ETHEL SCHOOL	29	369.5
4445	ALLEN, DR ETHEL BRIGHT FUTURES	1	41.5
4450	HILL, LESLIE P. SCHOOL	22	292
4451	HILL, LESLIE P. HEAD START	4	65.5
4460	DUCKREY, TANNER SCHOOL	24	235
4463	DUCKREY HEAD START	4	51
4470	WRIGHT, RICHARD R. SCHOOL	30	388
4480	OVERBROOK EDUCATIONAL CENTER	35	510.5
4513	YOUNG SCHOLARS-DOUGLASS HD ST	3	73.5
4530	GIDEON, EDWARD SCHOOL	24	256.5
4535	GIDEON HEAD START	3	27
4560	KELLEY, WILLIAM D. SCHOOL	23	363.52
4561	KELLEY, WILLIAM D. HEAD START	2	15.5
4570	MEADE, GEN. GEORGE G. SCHOOL	22	193.5
4572	MEADE HEAD START	3	28
5020	EDISON, THOMAS A. HIGH SCHOOL	109	1714.5
5026	EDISON HIGH BRIGHT FUTURES	1	2
5050	PHILA MILITARY ACAD @ ELVERSON	16	119.5
5060	MASTBAUM, JULES E. HIGH SCHOOL	67	808.5
5070	PARKWAY-NORTHWEST HIGH SCHOOL	16	295
5080	PARKWAY CENTER CITY HIGH SCHL	20	153
5090	PARKWAY WEST HIGH SCHOOL	19	159.5
5100	JONES, JOHN PAUL MIDDLE SCHOOL	62	1042.5
5110	PENN TREATY MIDDLE SCHOOL	27	261
5150	BODINE, WILLIAM W. HIGH SCHOOL	29	227.5
5170	DEBURGOS, J. ELEMENTARY	43	387
5200	ADAIRE, ALEXANDER SCHOOL	27	269.5
5210	BROWN, HENRY A. SCHOOL	38	397.5
5212	BROWN, H.A. SCHOOL HEAD START	2	17
5228	CLYMER HEAD START	2	24
5230	CONWELL, RUSSELL MIDDLE SCHOOL	45	406
5240	DOUGLAS,STEPHEN A. HIGH SCHOOL	22	348
5250	DUNBAR, PAUL L. SCHOOL	21	252.5
5252	DUNBAR HEAD START	2	50
5260	ELKIN, LEWIS SCHOOL	59	1006
5280	FAIRHILL SCHOOL	38	778
5283	FAIRHILL SCHOOL HEAD START	2	7.5
5290	FERGUSON, JOSEPH C. SCHOOL	25	310.5
5293	FERGUSON HEAD START	3	170
5300	HACKETT, HORATIO B. SCHOOL	34	481.5
5310	HARRISON, WILLIAM H. BUILDING	17	156
5320	HARTRANFT, JOHN F. SCHOOL	30	494
5323	HARTRANFT HEAD START	2	28.5
5330	HUNTER, WILLIAM H. SCHOOL	39	686.5
5332	HUNTER SCHOOL HEAD START	2	18.5
5340	LUDLOW, JAMES R. SCHOOL	27	201.5
5342	LUDLOW HEAD START	2	131
5350	MCKINLEY, WILLIAM SCHOOL	29	197
5352	MCKINLEY HEAD START	2	14.5

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5370	MOFFET, JOHN SCHOOL	27	156.5
5390	POTTER-THOMAS SCHOOL	36	401
5398	POTTER THOMAS HEAD START	2	6
5400	RICHMOND ACADEMICS PLUS SCHOOL	40	489.5
5410	SHEPPARD, ISAAC A. SCHOOL	20	231
5420	WELSH, JOHN SCHOOL	39	266.5
5430	AMY 5 AT JAMES MARTIN	27	386
5440	WILLARD, FRANCES E. SCHOOL	52	752.5
5442	WILLARD ANNEX HEAD START	6	97
5450	CARROLL, CHARLES HIGH SCHOOL	30	380.5
5453	CARROLL HIGH SCHOOL HEAD START	2	59
5470	CRAMP, WILLIAM SCHOOL	40	428.5
5472	LITTLE PEOPLE KENS HEAD START	4	34.5
5480	KEARNY, GEN. PHILIP SCHOOL	28	379
5490	CAYUGA SCHOOL	26	354
5500	MARSHALL, THURGOOD SCHOOL	53	633
5507	MARSHALL, THURGOOD HEAD START	2	11.5
5510	KENSINGTON BUSINESS, FINANCE	38	417.5
5520	KENSINGTON CAPA	35	443
5530	SHERIDAN, PHILIP H. SCHOOL	44	652
5550	KENSINGTON HEALTH SCIENCES	35	569
5560	SPRING GARDEN SCHOOL	22	239
5590	WEBSTER, JOHN H. SCHOOL	61	518.5
5593	HILTON STREET HEAD START	3	43.5
5600	KENSINGTON URBAN EDUCATION	12	189
5650	SHERIDAN WEST ACADEMY	16	218
5680	MUNOZ-MARIN, HON LUIS SCHOOL	52	494
5689	MUNOZ-MARIN HEAD START	2	23
5870	RIVERA CENTER HEAD START	6	92.5
6010	CENTRAL HIGH SCHOOL	116	1067
6020	GERMANTOWN HIGH SCHOOL	71	910.5
6030	ROXBOROUGH HIGH SCHOOL	47	569.5
6040	SAUL, WALTER B. HIGH SCHOOL	39	339.5
6050	GIRLS, PHILA HIGH SCHOOL FOR	57	699
6060	KING, MARTIN LUTHER HIGH SCH.	67	1268.02
6070	PHILA MILITARY ACADEMY @ LEEDS	17	520
6090	RANDOLPH TECHNICAL HIGH SCHOOL	28	379.5
6100	LEEDS, MORRIS E. MIDDLE SCHOOL	22	267
6110	ROOSEVELT, THEODORE MIDDLE SCH	26	317
6200	DAY, ANNA B. SCHOOL	29	330
6202	DAY, ANNA B. HEAD START	2	10
6210	EDMONDS, FRANKLIN S. SCHOOL	32	176.5
6211	EDMONDS, F.S. BRIGHT FUTURES	2	2
6220	EMLLEN, ELEANOR C. SCHOOL	37	495
6230	FITLER ACADEMICS PLUS	23	460.5
6240	FULTON, ROBERT SCHOOL	21	301.5
6241	GERMANTOWN HEAD START	4	86.5
6242	FULTON SCHOOL HEAD START	2	9.5
6250	HENRY, CHARLES W. SCHOOL	29	403.5
6260	HOUSTON, HENRY H. SCHOOL	34	439
6270	JENKS, JOHN S. SCHOOL	30	206
6280	KINSEY, JOHN L. SCHOOL	32	479.5

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6285	KINSEY SCHOOL BRIGHT FUTURES	2	66
6290	LEVERING, WILLIAM BUILDING	18	220
6300	LOGAN, JAMES SCHOOL	25	216
6302	LOGAN SCHOOL ANNEX HEAD START	4	86
6310	MCCLOSKEY, JOHN F. SCHOOL	26	239.5
6315	MCCLOSKEY BRIGHT FUTURES	2	11
6320	MIFFLIN, THOMAS SCHOOL	20	197.5
6324	MIFFLIN HEAD START	3	51
6330	PASTORIUS, FRANCIS D. SCHOOL	34	442.5
6340	PENNELL, JOSEPH ELEMENTARY	30	336.5
6341	PENNELL HEAD START	2	17
6350	PENNYPACKER, SAMUEL SCHOOL	28	282
6352	PENNYPACKER SCHOOL HEAD START	2	66.5
6380	SHAWMONT SCHOOL	39	687
6390	STEEL, EDWARD SCHOOL	31	241
6392	STEEL SCHOOL HEAD START	2	46
6400	WIDENER MEMORIAL SCHOOL	39	498.5
6410	COOK-WISSAHICKON SCHOOL	30	361
6417	COOK-WISSAHICKON HEAD START	2	17.5
6430	WISTER, JOHN SCHOOL	26	365
6438	WISTER BRIGHT FUTURES	1	2
6440	LINGELBACH, ANNA L. SCHOOL	26	380.29
6450	DOBSON, JAMES SCHOOL	20	287.5
6460	HILL-FREEDMAN MIDDLE SCHOOL	24	404
6470	KELLY, JOHN B. SCHOOL	49	489
6474	DE PAUL CENTER HEAD START	3	173.5
6480	AMY NORTHWEST	14	170.5
6540	LANKENAU HIGH SCHOOL	17	288
6843	EMLIN HEAD START	2	21.5
6866	SHAWMONT BRIGHT FUTURES	1	1.5
7010	FRANKFORD HIGH SCHOOL	110	1608.31
7100	COOKE, JAY ELEMENTARY SCHOOL	31	390
7110	HARDING, WARREN G. MIDDLE SCH	58	921.5
7120	FELS, SAMUEL HIGH SCHOOL	95	1368.5
7130	WAGNER, GEN. LOUIS MIDDLE SCH.	40	518
7150	JUNIATA PARK ACADEMY	65	788
7200	BARTON SCHOOL	51	683
7201	BARTON HEAD START	1	0
7218	BIRNEY HEAD START	2	214.5
7220	CARNELL, LAURA H. SCHOOL	108	2123.9
7240	CREIGHTON, THOMAS SCHOOL	50	830
7250	EDMUNDS, HENRY R. SCHOOL	60	1302.5
7260	ELLWOOD SCHOOL	23	246
7270	FINLETTER, THOMAS K. SCHOOL	46	515.5
7271	FINLETTER SCHOOL HEAD START	2	7
7280	FRANKLIN, BENJAMIN SCHOOL	57	980
7290	STEARNE, ALLEN M. SCHOOL	32	456.5
7293	STEARNE HEAD START	2	5.5
7294	FRANKFORD CENTER HEAD START	3	71.5
7300	HOPKINSON, FRANCIS SCHOOL	62	949
7310	FELTONVILLE INTERMEDIATE	45	921.5
7313	FELTONVILLE HEAD START	5	90.5

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7320	HOWE, JULIA WARD SCHOOL	21	401
7330	LAWTON, HENRY W. SCHOOL	46	527
7350	LOWELL, JAMES R. SCHOOL	60	667
7351	LOWELL BRIGHT FUTURES	1	4
7352	LOWELL HEAD START	1	81.5
7360	MARSHALL, JOHN SCHOOL	30	695.5
7370	WASHINGTON, GROVER JR. MIDDLE	51	472.07
7380	MC CLURE, ALEXANDER K. SCHOOL	32	573.5
7381	MC CLURE SCHOOL BRIGHT FUTURES	2	9
7390	MORRISON, ANDREW J. SCHOOL	43	537.5
7400	OLNEY ELEMENTARY SCHOOL	50	568.5
7430	SULLIVAN, JAMES J. SCHOOL	42	531
7440	TAYLOR, BAYARD SCHOOL	43	491
7460	ZIEGLER, WILLIAM H. SCHOOL	33	439.5
7470	BRIDESBURG SCHOOL	24	377
7490	PRINCE HALL	29	428
7500	FELTONVILLE ARTS & SCIENCES	48	790.5
7510	BETHUNE, MARY MCLEOD SCHOOL	42	545.5
7514	TRINIDAD HEAD START	6	83
7515	BETHUNE HEAD START	2	6
7530	ROWEN, WILLIAM SCHOOL	25	239.5
7730	CLEMENTE, ROBERTO MIDDLE SCHL	55	861.5
7832	PRINCE HALL HEAD START	1	10
8010	LINCOLN, ABRAHAM HIGH SCHOOL	119	1800.07
8014	LINCOLN HIGH BRIGHT FUTURES	2	27
8020	NORTHEAST HIGH SCHOOL	170	2331
8030	WASHINGTON, GEORGE HIGH SCHOOL	114	1198
8040	ARTS ACADEMY AT BENJAMIN RUSH	29	227
8090	SWENSON ARTS/TECH HIGH SCHOOL	54	668
8120	WILSON, WOODROW MIDDLE SCHOOL	66	793.5
8140	MEEHAN, AUSTIN MIDDLE SCHOOL	39	593
8160	BALDI MIDDLE SCHOOL	74	654.5
8180	HANCOCK, JOHN SCHOOL	34	297.5
8200	ALLEN, ETHAN SCHOOL	54	721.5
8210	BROWN, JOSEPH H. SCHOOL	35	343
8230	CROSSAN, KENNEDY C. SCHOOL	21	266.5
8240	DISSTON, HAMILTON SCHOOL	51	1003.5
8250	FORREST, EDWIN SCHOOL	60	909
8251	FORREST SCHOOL BRIGHT FUTURES	1	11
8260	FOX CHASE SCHOOL	24	372
8270	HOLME, THOMAS SCHOOL	33	635
8272	HOLME HEAD START	6	14.5
8300	MAYFAIR SCHOOL	56	618.5
8310	MOORE, J. HAMPTON SCHOOL	62	755.5
8320	LABRUM, GEN HARRY MIDDLE SCHOOL	16	280
8340	SOLIS-COHEN, SOLOMON SCHOOL	71	637
8342	SOLIS-COHEN SCHOOL HEAD START	1	11
8350	SPRUANCE, GILBERT SCHOOL	84	872.5
8352	SPRUANCE SCHOOL HEAD START	1	4
8360	RHAWNURST SCHOOL	29	273.5
8370	COMLY, WATSON SCHOOL	31	296.5
8380	FARRELL, LOUIS H. SCHOOL	59	456

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8390	FITZPATRICK, A. L. SCHOOL	47	695
8400	FRANK, ANNE SCHOOL	54	761
8401	FRANK, ANNE HEAD START	3	102.5
8410	POLLOCK, ROBERT B. SCHOOL	41	404
8420	DECATUR, STEPHEN SCHOOL	55	911.5
8430	GREENBERG, JOSEPH SCHOOL	42	421.5
8440	LOESCHE, WILLIAM H. SCHOOL	51	656.5
8460	PHILA LEARNING ACADEMY-SOUTH	16	161.5
8470	PHILA LEARNING ACADEMY-NORTH	22	371.5
8540	PENNYPACK HOUSE SCHOOL	11	187.5
8586	RHAWNURST BRIGHT FUTURES	1	15
8690	CROSSROADS @ ELVERSON	6	48
8831	FITZPATRICK BRIGHT FUTURES	1	2.5
8835	LOESCHE BRIGHT FUTURES	2	17
9150	BRIGHT FUTURES & PREK PARTNERS	9	82
9240	STUDENT EMPLOYMENT CERT OFFICE	2	28.5
9390	HEAD START CENTRAL OFFICE	9	112.5
9470	MULTILINGUAL PROGRAMS	12	250.5
9580	FAMILY & STUDENT SERVICES	3	28
9610	COORDINATING OFFICE NON-PUBLIC	1	4
9750	PROFESSIONAL DEVELOPMENT	16	290.5
9820	EDUCATIONAL TECHNOLOGY GROUP	17	181.5
128P	PENN/ALEXANDER HEAD START	2	15
272P	VARE, ABIGAIL HEAD START	2	46
517P	DEBURGOS HEAD START	2	92
9CL0	OFFICE OF SPECIALIZED SERVICES	1	0
9EP0	MUSIC, INSTRUMENTAL A	67	583
9EW0	PARENT AIDE, SPEECH & HEARING	118	1063
9JS0	PARENT & FAMILY SERVICES	1	0
9JX0	PEER INTERVENERS	3	4.5